



CODE OF CONDUCT

Phone calls, video calls and recorded video

At Our Lady and St. Hubert's, home, school and parish work together, knowing that God is with us in all we do.

Code of Conduct for phone calls, video calls and recorded video

For Pupils

- I will not reveal my passwords to anyone
- I will be responsible for my behaviour and actions when using technology (Zoom, Seesaw and Other interactive applications), this includes the resources I access and the language I use
- I will make sure that all my communication with pupils, teachers or others using technology is responsible and sensible
- I will not deliberately browse, download, upload or forward material that could be considered inappropriate. If I accidentally come across any such material I will report it immediately to my teacher or my parent/carer
- I will not share resources or videos created by my teachers with anyone who is not a pupil or member of staff at Our lady and St Hubert's Catholic Primary School
- **I will not record or take photos of my classmates or teachers during a face-to-face session.**
- I will not share any school content on social media platforms
- I understand that when using applications provided by the school that my use can be monitored and logged and can be made available to my teachers
- I will continue to follow the rules (where applicable to home learning) regarding my use of technology
- I understand that these rules are designed to help keep me safe and that if they are not followed, school sanctions will be applied and my parent/carer may be contacted

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For Staff

- To continue to follow Safeguarding procedures, including (but not limited to) continuing to look out for signs that a child may be at risk and reporting to DSLs
- Staff must only use platforms agreed by the school to communicate with pupils, and it is the responsibility of the teachers to check content and comments
- 1:1 video call is strictly prohibited – On no occasion should staff make or take video calls with a pupil
- Wherever possible, another member of staff should be present/logged into live video calls
- Suitable clothing should be worn by all adult, in line with school Policy
- Language and behaviour must be professional and appropriate
- Staff should ensure they are working from a suitable area at home, especially when using live video or recorded video
- Staff must ensure any background in videos (including background noise) is appropriate. This includes ensuring other household members are not included in any live lesson or video
- Staff should ensure there is always a meeting password and waiting room enabled for live video calling
- Staff will follow usual behaviour management techniques, used in school, to address any positive or concerning behaviour
- Staff will contact parents/carers by phone or email if pupils do not adhere to their Code of Conduct

Pupil Acceptable Use Policy

Rules for Responsible Internet Use

Usually applied in school, should be adhered to where appropriate for home learning

The school has installed computers and Internet access to help our learning. These rules will keep everyone safe and help us be fair to others:

- I will only access the system with my own login and password, which I will keep secret
- I will not access other people's files
- I will only use the computers for schoolwork and homework
- I will use flash drives (memory sticks) appropriately and follow school guidelines on their use
- I will use the Internet safely and sensibly
- When using the internet including a 'chat room' facility, I will not give my home address or telephone/mobile number, respond to requests using SMS or even arrange to meet someone, unless my parent, carer or teacher has given permission
- I will only e-mail people I know, or my teacher has approved
- Files attached to an email should be appropriate to the body of the email and not include any inappropriate materials or anything that threatens the integrity of the school ICT system
- The messages I send will be polite and responsible
- I will report any unpleasant material or messages sent to me. I understand my report would be confidential and would help protect other pupils and myself
- I understand that the school may check my computer files and may monitor the Internet sites I visit